



TRANSFER OPPORTUNITY

FOR STATE EMPLOYEES



DEPARTMENT OF INDUSTRIAL RELATIONS LABOR STANDARDS ENFORCEMENT WAGE CLAIMS ADJUDICATION

Office Technician Spanish Speaking

Position: Office Technician (Typing)
\$2686 - 3264

Location: Salinas

Duties: Under the direction of the Deputy Labor Commissioner III, acts as lead clerical: Overall clerical operations; responsible for the clerical functions of cashiering and docketing. Plans, organizes, and directs the work of the subordinate clerical staff. Recommends appropriate action in the hiring, transferring, promoting and evaluating subordinate clerical employees. Trains clerical employees; provides secretarial support to the Deputy Labor Commissioner III and professional staff; performs the most difficult and complex clerical work; independently responds to routine correspondence; answers telephone inquiries at the counter; performs other duties as required.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

Department of Industrial Relations
Division of Labor Standards Enforcement
Wage Claims Adjudication
Attn: Tricia Banegas, Sr. Deputy
100 Paseo de San Antonio, Room 120
San Jose, CA 95113

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: **March 20, 2009**, or until position filled. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.